

MINUTES OF THE VILLAGE OF PORT WILLIAMS COMMISSION
REGULAR MEETING OF MAY 16, 2017

MEMBERS PRESENT: Lewis Benedict, Craig Newcombe, Kim Cogswell, Doug Gates and Ernie Hovell

IN ATTENDANCE: Brian Tupper, Joe Keddy, Karen Rovers, Matt MacKenzie, Mike Graves and Darlene Robertson

REGRETS: Councilor Meg Hodges

The Chairperson, Lewis Benedict, called the meeting to order at 7:43 p.m.

I. APPROVAL OF MINUTES:

- (a) It was moved and seconded that the minutes of the regular Commission meeting on April 18, 2017 be approved as circulated. **MOTION CARRIED.**

II. Municipality of County of Kings:

- (a) Building Permit Report for month of April, 2017 In Kings County 44 building permits were issued with a total value of \$2.9 Million, 5 permits were issued for Port Williams. *(information only)*
- (b) E-mail from the Municipality of the County of Kings providing the April 4, 2017 Council Action List and the April 18th Special Council Action list. *(information only)*
- (c) E-mail from the Municipality of the County of Kings providing the May 2, 2017 Council Action list. *(information only)*
- (d) Letter from the Municipality of the County of Kings advising that they will be conducting inspections of the parkland that is leased to the Village. *(information only)*

III. Other Correspondence:

- (a) Letter from Minister Zach Churchill advising that the Village's application for funding under the PCAP program for the Wellfield Protection Project has been approved to up to 50% of the eligible project costs, to a maximum contribution of \$87,086.00 *(information only)*
- (b) Letter from Aileen Waller-Hebb of the Nova Scotia Department of Municipal Affairs advising that they were unable to provide funding for our GIS Mapping Project. *(information only)*
- (c) Letter from Carol Harris declining the offer to participate in the Village's Apple Blossom festivities. *(information only)*
- (d) E-mail from Beverly MacGillivray declining the offer to participate in the Village's Apple Blossom Festivities. *(information only)*

BUSINESS ARISING FROM MINUTES:

- IV. **Environmental insurance** – After reviewing the insurance quotes a motion was made and seconded to go forward with the environmental storage tank insurance coverage in the amount of two million dollars for an annual cost of \$1,950.00
MOTION CARRIED
- V. **Unightly building** – Councilor Meg Hodges emailed the Village office that she is still working on the issues with dangerous and unsightly properties.
 - I. **Farnham Marsh** – Commissioner Ernie Hovell reported that the Deputy Minister of Agriculture conveyed to Keith Irving, MLA that the cost would be approximately 250 thousand dollars. It was suggested that another round table meeting be arranged through the Minister, some time after the upcoming election, with all interested parties. (Municipality, Farnham Marsh Body, Province and Village Commission).
 - II. **GIS Locator System** – Karen Rovers reported that the office is currently working on additional grant funding opportunities with engineers CBCL. The Village has been approved for gas tax funding on this project and are anticipating to start sometime in the month of June.
 - III. **Traffic Concerns on the north side of the Community Centre** – no update to report
 - IV. **Collins Soccer Field preparation for Rugby** – Craig Newcombe reported that the posts are painted white, there is a system created to tie up the soccer nets when the field is in use for Rugby, they have keys to the building and will be shown how to use the net system. The Village will take care of lining the field due to problems that the team is currently having with their liner. Craig stated that he had a conversation with the rugby team cautioning that they must use discretion and be careful not to use the field when conditions could potentially tear up the field so that they do not lose field privileges.
 - V. **Village welcome signs** - Lewis Benedict reported that he is waiting to hear back from Auto Design.
 - VI. **Department of Transportation follow up** – Joe Keddy reported that he had heard back from Richard Lloyd with the Department of Transportation and Infrastructure Renewal that the crosswalks will be painted.
 - VII. **Pumps at Port Pub** - Joe Keddy reported that the cost to fix the pump was approximately \$620.00 and that he was informed that there was a rag in the pump. The reason the pump was sent for repairs was that the pump had a seal failure but was still running. Before any of the other pumps are sent for repairs Joe will pull the pump and inspect it.
 - VIII. **Status update for new office** – The new office for the Recreation Director requires one more coat of paint. Crowell's Computer service is scheduled for Thursday morning to ensure that the internet and printer is working. Matt MacKenzie should be able to move into his office by the end of the week.
 - IX. **Applewood Subdivision sewer main** – Karen Rovers reported that it has been agreed that all parties be present when any flushing or inspections take place to ensure no miscommunications. Applewood Development has been informed that

the Monitoring station is scheduled to be brought online this week and they declined the offer to be onsite during this process.

REPORTS

Association of Nova Scotia Villages – The recent meeting was held at the Village of Bible Hill. The next meeting is scheduled for July in the Village of Port Williams and the AGM will take place in the Village of Baddeck with Senator Christmas as a guest speaker.

Municipal Councilor:

Recreation Director: - Matt MacKenzie

- Day Camps -
 - Summer staff applications/interviews
 - Interviews will be conducted May 12th
 - Newsletter has been created and distributed at the Spring Fling on May 12th
- Tennis - there seems to be an increased interest in tennis programming
- Free Adult Yoga will start May 29th 7:00-8:00pm, running every Monday for 5 weeks. A collection for village donations will be made available.
- Senior programing will continue Monday – Wednesday – Friday programming which will consist of walking and senior games.
- Acadia expressed interest in an Active Aging spring/summer session. The program will be run Monday 5:00-6:00pm and Thursday's 10:30-11:30am starting May 25th for 10 weeks for a cost of \$20.00 for the 10 weeks or a \$2.00 drop in fee.
- Three summer camp instructors/leaders have been hired – Chelsea Decker, Haley McDonald and Zack Ackerson.
- New Facebook page for Port Williams will be looked into this coming fall.
- Matt express the warm welcome he has received and is looking forward to implementing positive changes and involvement with the Community.

Recreation Committee:

- Discussion was had around when the renovations will start in the Community Centre Auditorium.
- Would like for the Village to write a support letter to Richard Lloyd of DTIR requesting reduced speed and/or signage for the trans-Canada trail crossing near Greenwich Highway 358 crossing. It was mentioned that each of the recreation field facilities should have appropriate signage in case of emergency. Joe Keddy and Matt MacKenzie were asked if they could work on making arrangement for signage for the fields. Craig Newcombe and Lewis Benedict were thanked for all of their work on the soccer field.

Janitorial: Brian Tupper reported:

- Working with the Kitchen Committee

- Equipment room has been straightened up
- Working on the Recreation Director's new office
- Changed the Fire Department toilet with a new one

Fire Department: Philip Porter reported:

- Responded to 2 alarms – a motor vehicle accident and mutual aid to Canning
- The Repeater equipment has been installed, the radios and pagers have been reprogrammed to the new frequency. Paging is still from the back-up system at the old water tank site, the radio that the dispatch center cannot be programmed with the new frequency. Dispatch is looking to up-grade this radio, (it is used to dispatch all county departments.
- David Newcombe has been promoted to the rank of Lieutenant
- The paint design has been approved for the pumper chassis and has been ordered.
- Meeting frequency for the Municipal Fire Service Advisory Committee is now quarterly instead of monthly.

Auditorium Upgrade Committee:

- No news on grant funding

Lions Club: Brian Tupper reported:

- Adopt-A-Highway clean-up is scheduled for this Saturday May 20th.
- Port Williams Days are coming up on June 9th & 10th
- Posters have been put up with the activities listed
- Providing catering for the Fire Department Banquet on June 17th
- Work on the float is coming along
- Lions Club has had requests from vendors and entertainers to provide sound equipment by Shur-gain Feeds N Needs during Port Williams Days. Requested financial assistance from the Village Commission.

Public Works: Joe Keddy reported:

- Hired Tylor Hughes for summer months until Nov 2017.
- Mike Graves has been hired to take care of the ball field, meter readings and to help with the construction of the new Recreation Director office in the Public Works building.
- After the rain working hard to catch up with the mowing and whipper snipping
- Will be starting to do weekly check at the park of the playground equipment.
- Roofs on building by well #1 & #4 and the dug outs roof has been fixed
- Sink has been installed at the monitoring station at the Cornwallis Farm location.
- Fire Department truck from Valley Ford appears to be cracking between the window panes. Joe reported that he has brought it back to Valley Ford to be fixed.
- Karen has been given a maintenance quote for the reservoir tanks with different maintenance options. It was suggested that Joe obtain a quote from Mike Huntly who is a local contractor.
- Need to purchase a pressure transmitter at the end of the water line at the Evangeline Transport location
- The kilometers of infrastructure have been measured for the five year capital plan and sent to engineers for their cost estimated

CBCL

- Donald Porter reported to Joe that at the end of his driveway by Main Street and Belcher that the pavement is deteriorating. Joe said that this would be the Department of Transportation and Infrastructure issue and requested that the office provide a letter of response to Donald Porter.
- Nitrates are ok in water.
- There were discussions regarding the pressure pumps at well #1 if they should be eliminated and it was decided that Stanton Hancock should be consulted

Personnel Committee: - Kim Cogswell reported

- Seasonal employees have been hired
- Mike Graves is back working with the Village over the summer and it is anticipated that his work load will be heavier in the spring and fall
- Application for summer student grant for Public Works was not approved however this opened up the employment options to other applicants for summer employment and as a result Tyler Hughes has been hired.
- The Village did receive funding for some summer students for Recreation Programs and have hired three people for summer recreation programming as was reported by Matt.

Treasurer's Report:

- A motion to accept the Village General Operating and Water Utility financial statements for April 2017 as submitted was moved and seconded. **MOTION CARRIED.**
- Chief Financial Officer, Karen Rovers presented the 2018 Village's water and general operation budget. Chairperson, Lewis Benedict mentioned that the village should start doing some upgrading or replacement of items for the SCADA system in order to reduce the call outs and spread the cost over many years instead of all at once.
- After reviewing the Village general operating budget presented by Karen Rovers a motion to accept the Village's 2018 general operating budget as presented was moved and seconded. **MOTION CARRIED.**
- After reviewing the Village water budget presented by Karen Rovers a motion to accept the Village's water 2018 water utility budget as presented was moved and seconded. **MOTION CARRIED.**
- A motion to accept the Village's Year Ended March 31, 2017 Consolidated Financial Statements as presented by Bishop and Company Chartered Accountants to the Village Commission on May 16, 2017 was moved and seconded. **MOTION CARRIED.**
- A motion to transfer \$45,000.00 from the Community Centre Reserve to the Village's operating account to cover the payment for the Community Centre long term debt was moved and seconded. **MOTION CARRIED.**
- During the review of the audited financials by Bishop and Company Chartered Accountants, Loretta mentioned that in the past year there was an instance which brought forward questioning the village's HST status and she recommends that the Village might undergo a review of our HST status by one of the company's professional contacts. A motion to have Loretta from Bishop and Company

Chartered Accountants arrange that the Village undergo an HST status review was moved and seconded. **MOTION CARRIED.**

- A motion to proceed with the 10 acre land purchase for the purpose of source water protection from Brison Development up to a maximum amount of eighteen thousand dollars per acre was moved and seconded. **MOTION CARRIED.**

NEW BUSINESS:

- (a) Due to the fact that both Tyson Rovers, a casual employee with the Village and Karen Rovers, Chief Financial Officer for the Village are both owners of Tasbow Sod, a company contracted by the Village, a motion to acknowledge the relationship and to continue the long standing service relationship with Tasbow Sod was moved and seconded. **MOTION CARRIED.**
- (b) The Village Commission complimented Karen Rovers on her detailed notes circulated for the Village's 2018 Budget.
- (c) Chairperson Lewis Benedict mentioned that two Village Commissioners terms are up this year, Doug Gates and Craig Newcombe. Commissioner Doug Gates confirmed that he will be reoffering and Commissioner Craig Newcombe stated that he will not be reoffering due to heavier workloads with the Cornwallis Farm business. The Village Commission thank Commissioner Craig Newcombe for all the time and effort he has invested into the Village and hope to see him again as a Commissioner for the Village in the future.

Upon a motion being made, the meeting was adjourned at 9:55 p.m.
MOTION CARRIED.


Lewis Benedict, Chairperson


Darlene Robertson